

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE  
COURTHOUSE, BOX 325  
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**ADVISORY COMMITTEE MINUTES  
December 8, 2015**

Advisory Committee Members Present: Mitch Nordmeyer, Dr. Mike Lindstrom, Joyce Dickes, Larry Backer, Deb Gayer, Rex Ackerman  
Others Present: Jennifer Becker, Misty Kroeze, Tammy Fleshner  
Visitors Present: Patty Nordmeyer

The regular meeting was called to order at 4:00 p.m. at the Board of Supervisors Meeting Room by Mitch Nordmeyer. Patty Nordmeyer was introduced to the Boards as the newest member of the Public Health Agency. She will be working with the Tobacco Prevention and Care for Yourself Breast Cancer Early Detection Programs, as well as helping Tammy with data entry and other clerical duties.

Larry Backer made a motion to approve the agenda as presented, and this was seconded by Joyce Dickes. Motion carried.

Deb Gayer made a motion to approve the previous meeting's minutes, and this was seconded by Joyce Dickes. Motion carried.

The Home Health Update was presented by Jennifer Becker. Since 10/2/15, we have had 37 admissions: 20 Medicare, 5 Medicaid, 2 Private Insurance and 10 Private Pay. Referral sources are hospitals, physicians, and family. The most common diagnoses include diabetes, CHF, hip fracture and shoulder replacement. 25 Discharges have been done since 10/2/15: 20 Goals Met, 3 Nursing Home Admission, 1 Hospital Admission, and 1 Hospice Admission. There have been no refusals of care during this timeframe. In total, we have made 415 Skilled Nursing Visits, 442 HCA visits and 289 HCA Hourly, 65 Physical Therapy, and 30 Occupational Therapy visits.

The Chart Audits were completed in October with very good results and showed no trends. All results are discussed with the nurses. Problems included: 1 visit not locked within 5 days; 1 visit was locked, but not e-signed; and 1 every 60 day comprehensive assessment was completed within the timeframe, but was not locked within the timeframe.

Policies and Procedures were emailed on November 11, 2015. Discussion followed regarding the Grievance Policy. This is still being looked at. No one is doing this at this time, and the Auditor's office needs to appoint someone. Larry Backer made a motion to approve the policies and procedures, and to add 504 Grievance Policy when the appointment is made. This was seconded by Joyce Dickes. Motion carried. Jennifer Becker will e-mail the third section of Policies and Procedures out to the Advisory Committee prior to the February meeting.

Confidentiality Statements and Conflict of Interest Statements were signed. The following policies were sent prior to the February meeting for approval, and the next group will be sent tomorrow. Deb Gayer made a motion to approve the following policies, and Dr. Lindstrom seconded this motion. Motion carried. Policies Approved:

Due to conflicts, the next meeting will be scheduled at a later date for some time in February, 2016. The meeting was adjourned at 4:15 p.m.

Submitted by Tammy Fleshner